

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

7 August 2006

MEMORANDUM FOR See Distribution

SUBJECT: Term State Active Duty (SAD) Vacancy Announcement 2006-20 – Expires 6 September 2006

1. The Military Department is accepting applications for the permanent position indicated below which is to be filled on a Term State Active Duty basis. Applicants should submit their application as soon as possible. A term appointment is greater than six months and provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extension of service of the selected applicants will be determined by their individual performance of duty and continuation of the funding. This vacancy announcement expires 6 September 2006 unless sooner rescinded.

2. Pursuant to The Adjutant General's reform vision and directives, this position vacancy has been reviewed by the State Active Duty Reform Panel and has been recommended to be announced for fill on a term basis through 30 June 2007. Final authority for the term appointment to State Active Duty rests with The Adjutant General based upon the selection process criteria established by the Commanding General State Military Reserve.

3. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- a. TITLE AND PAY GRADE: **California State Military Reserve
Executive Officer (SAD O-5)**
- b. EMPLOYMENT LOCATION: **Sacramento CA**
- c. PROJECTED EMPLOYMENT DATE: **1 October 2006**
** Pending Availability of Funds & Continuation of Program **
- d. SELECTING SUPERVISOR: **Commanding General, State Military Reserve**

4. The basic qualification requirements are:

- a. Military Service: Member of the active or retired California National Guard or an active member of the State Military Reserve (SMR) in the grade of O-4 through O-6.
- b. Education/Experience: Completion of military and civilian educational requirements commensurate with the grade of the applicant is required. A degree in business or public administration is desirable. **Attach certification for highest civilian and military education.**
- c. Military Assignments: Assignments appropriate to the grade of the applicant.
- d. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.

5. Other requirements are indicated below:

- a. Must be able to pass both State and Federal background checks.
- b. Experience in administrative actions in support of organizational level training, personnel strength reporting and other related administrative duties are desired.
- c. Must possess at least a secret clearance or be eligible, apply and qualify for a secret security clearance upon appointment.
- d. Strong computer skills with IBM compatible, Windows XP operating environment and MS Office Suite experience desired.

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e. Appropriate military uniform with federally or SMR recognized rank will be worn in accordance with military regulation.

f. Required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application¹.**

6. **PRINCIPLE FUNCTIONS:** Incumbent is under the general supervision of the Chief of Staff and Commanding General-SMR, and frequently represents the Chief of Staff and Commanding General, State Military Reserve in their absence. Incumbent is responsible for exercising sound judgment and initiative in making managerial and supervisory decisions to assure the effective accomplishment of daily operations within the State Military Reserve. The incumbent is expected to exercise an extremely high degree of independent judgment and discretion.

a. Is the senior full-time SMR direct representative of the Commanding General-SMR to the Adjutant General, DAG's Air and Army and Director, Joint of Staff at Joint Force Headquarters.

b. Coordinates the activities and execution of tasks assigned to the SMR by the Chief of Staff-SMR. Assigns specific tasks to the SMR members and ensures task completion through an established suspense system.

c. Participates in State budget formulation, Budget Change Proposals, and serves on boards and task forces as assigned by the Chief of Staff-SMR.

d. Recommends policy to the Chief of Staff-SMR pertaining to the effective operation of the SMR.

e. Serves as a SMR Staff Officer to the Military Department's Joint Operations Center (JOC) with responsibility of committing SMR resources to assist civil authorities during the state emergencies.

f. Performs other duties as assigned.

7. Individuals selected for this position are eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Reimbursement for moving and relocation expenses will not be paid.

9. Submit a completed OTAG Form 900-8 (SAD Appointment Application) to the Office of The Adjutant General, Director of State Personnel Programs, ATTN: CAJS-J1-SP #27, P.O. Box 269101 Sacramento, CA 95826-9101. Blank application forms may be obtained from the Cal Guard State Personnel Home Page located at URL <http://www.calguard.ca.gov/casp/jobs/sad/> or by contacting TSgt Sarah Kenealy at (916) 854-3682, DSN 466-3682 or CAGNET 63682. **Original applications must be postmarked no later than 6 September 2006. Applications are not accepted via FAX.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:

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DAVID T. TOLLEFSON

CW4, USAR Retired

Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of your civilian and military documents?	
Have you attached a copy of height, weight & physical test verifications?	

¹ If a current member of the State Military Reserve or a Retired California Army /Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.